

Undercurrents



The Navy's MWR Newsletter



November / December 2001

www.mwr.navy.mil

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Undercurrents is a publication of the Navy's Morale, Welfare & Recreation Division (PERS-65). Contents of *Undercurrents* are not necessarily the official view of or endorsed by the US Government, the Department of Defense or the Department of the Navy. Send any comments, questions, and submissions to:

Public Affairs Office
Head, PERS-658P,
COMNAVPERSCOM (PERS-65)
5720 Integrity Drive
Millington, TN 38055-6580
901-874-6593, DSN 882-6593
P658P@persnet.navy.mil



Director
PERS-65

P65@persnet.navy.mil

From the Director:

PERS-65 is on the road so I get the chance to write about a lot of cool

stuff. We had a lot to be thankful for in past few weeks. MWR scored a lot of big successes thanks to your hard work. Besides the usual great job you do on holidays, there were several national level events that drew a lot of attention.

The Garth Brooks concert at Norfolk was a great success. The seven Navy families who won the Garth Brooks Essay Contest attended the nationally televised concert held aboard the USS ENTERPRISE in Norfolk, VA. The families submitted winning essays on "Why We're Proud to be a Military Family." Families from as far away as Japan and Italy, and as close as Norfolk gathered at the Renaissance Hotel in Portsmouth, VA. In addition to VIP treatment, limousine service and concert tickets, the group enjoyed Thanksgiving dinner and a special viewing of Harry Potter and the Sorcerer's Stone at NAB Little Creek theatre on Thanksgiving Day. Feedback from families who attended was very positive. Many thanks to the hardworking MWR folks in the Mid-Atlantic region who helped make this a success.

The "Harry Potter" movie special screenings for Navy were also a big hit. More than 16,000 Sailors and their families attended special free screenings of the box-office record setting movie on Thanksgiving and the following day, presented by Navy MWR and Warner Brothers. Exclusive showings for families of the deployed USS John C. Stennis (CVN 74) Battle Group were held at the Naval Station and Naval Air Station North Island in San Diego. Screenings also took place in the San Diego area, Groton, Little Creek, Bangor and Whidbey Island, and Pensacola.

The new Fox feature film "Behind Enemy Lines" had its world premiere showing at the North Island Theater on November 17. Owen Wilson, who played the central character, attended along with many Fox Studio executives. The screening was preceded by a reception aboard the USS NIMITZ and it received national coverage on several entertainment news shows. The theater was packed to capacity for the screening (1,475 seats) and the movie was enthusiastically received.

There is also some good news on the financial front. PERS-65 proposed reducing the portion of NEX dividends we keep for central major construction needs so the money is available for more pressing operational needs in the field. The MWR/NEX FLEC concurred and just approved increasing the amount of NEX Dividends distributed to Claimants from \$6.0M to \$9.0M during FY-02. This will provide claimants with more discretionary funds to address pressing field activity needs created by September 11th and its aftermath. Each claimant will determine how the additional funds will be utilized within their claimancy, since there is a wide variety of circumstances out there.

continued on next page

On the phone card front, we have located most activated reservists and ensured each individual will receive a 10-minute calling card while at their active duty command. Once accomplished, Navy MWR will have ensured that over 90% of all activated Naval Reservists, processed since 11 September 2001, have received the calling card. The Navy-wide distribution of 15-minute calling cards for all active military members is coming together. We now have the total force manpower numbers for all commands Navy-wide. Using this information, PERS-658 will ensure enough calling cards are received by every command to ensure every Sailor Navy-wide has a calling card. We are also working closely with our Marine counterparts to ensure all Marines, as well as other ship riders, serving on board Navy ships receive the 15-minute calling card. An article in *Navy Times* on 19 November 2001 outlining Navy MWR's efforts and included a photograph of the "Operation Enduring Freedom" telephone calling card. We think we have kept most of the distribution challenges from falling on local MWR activities but there may be a few cases where we'll need your help.

You have probably seen the ads in the last few days. Sony and Circuit City have teamed with DoD to launch a new campaign called "Message from America". We don't have all the details yet but here is what we have so far:

Holiday Greetings to Sailors Via DVD..."Message From America" will send holiday greetings to active duty military personnel. Between 26 November 01 and 31 December 01 Americans can visit any Circuit City Superstore to tape 30-second messages to military personnel at installations around the world. Family members of currently deployed military personnel will be able to record a personal message up to five minutes in length that will be transferred to DVD and given to the family in a mailing envelope. In support of the "Message From America" program Sony Corporation is providing DVD players for distribution to military personnel to enable them to play these messages at their duty station. PERS-65 will work out distribution arrangements for DVD players with fleet and shore activities once quantities and details have been worked out. As soon as we hear more, you'll hear more so stay tuned.

So what does MWR do for an encore after such a big week? Well, we have some big Holiday events/contests cooking that will be announced soon. We are also looking for ideas from you to send you some grant money to do some innovative new programs for the holidays. (Note that the emphasis is on new and innovative. The "Breakfast with Santa" that an activity has been doing for the past 20 years is a good thing but does not qualify as new or innovative program.) Our goal in focusing on different and innovative ideas is to show Sailors and their families what is so special about being part of the Navy through the kinds of MWR programs we are providing.

So there you have it. Thanks for making it all happen. Unfortunately, no time to rest on your laurels so let's move on to even bigger and better things to come.

PERS-65B
Deputy Director

NAVY MWR ANNOUNCES A NEW YEAR'S EVE IN NYC TRIVIA CONTEST...

Building upon the successes of November's Military Family Appreciation Week, Navy's Morale, Welfare & Recreation (MWR) and Fleet & Family Support Centers (FFSC) continue to show their appreciation of Navy Sailors and their families. The Assistant Chief of Naval Personnel (PERS-6), through MWR, has developed a new contest that will provide ten winners with the opportunity to enjoy a fabulous New Year's Eve trip to New York City.

The contest is a web-based "scavenger hunt" trivia contest. All answers can be found on the participating web sites. There are twenty trivia questions and one short essay question. The essay question, which will be graded on creativity and originality of content, will address the question, "You know you're in the Navy when...."

The contest is open to all Navy active duty personnel and Navy reservists (currently on active duty orders for 31 days or more), as well as all respective family members (one entry per person). Winners must have a valid military or family member ID card.

The contest begins 30 November and all submissions must be received electronically no later than December 10, 2001, 10 am CST.

Ten first place winners will receive a trip for two to the New York City to celebrate New Year's Eve from December 28 to January 2. The winners, who will be staying at the world renowned Plaza Hotel, will also have the opportunity to enjoy New Year's Eve in Times Square, a Broadway show, Radio City Music Hall, and many other splendors of New York City. Ten Second, Third, and Fourth Place winners will receive a \$500 cash prize, a \$300 cash prize and a \$200 cash prize, respectively.

Contestants can find the trivia contest at www.mwr.navy.mil. Saluting Sailors. Their entries must be submitted electronically to NavyNYC@persnet.navy.mil. Only one member per Navy family will be eligible to receive a prize. First place winners and guests must be eighteen or older to be eligible for the first place prize. Winners of the recent Military Family Appreciation Garth Brooks Essay Contest are not eligible to participate in this contest.

FFSC, Chaplain Corps, and MWR representatives from Navy Personnel Command will judge entries. Winners will be announced by 10 am CST, December 13, 2001, via the web site. First place winners will also be contacted directly.

Additional information is available on the MWR website or can be obtained by contacting PERS-650D.

POC: PERS-650D,
901-874-6534, DSN 882-6534,
P650D@persnet.navy.mil.



**FACILITIES &
ACQUISITIONS
BRANCH**

Head, PERS-656,
901-874-6674, DSN 882-6674,
P656@persnet.navy.mil

POC: PERS-656D4,
901-874-6664, DSN 882-6664,
P656D4@persnet.navy.mil

POC: PERS-656D3,
901-874-6663, DSN 882-6663,
P656D3@persnet.navy.mil

POC: PERS-656D7,
901-874-6661, DSN 882-6661
P656D7@persnet.navy.mil

MIGRATION TIME...The onset of fall triggers one of most beautiful transformations in nature when the foliage turns the brilliant oranges, reds, and yellows. With this transformation comes the annual migration of RVs from northern locations down to the warmer temperatures of the south. The RV industry is bigger than ever before and there seems to be even more growth in the future. For those of us in the facilities field, we want to ensure that our patrons have the best amenities that we can provide.

Today's RVs often have a larger A/C system or some have two units. These models require more power than older models. If an upgrade is needed to your RV utilities, there are manufacturers that provide utility pedestals that provide the convenience of the recommended 20,30, and 50 amp service as well as the options for a potable water shroud, telephone, cable connections and low level site lighting. They can come in different materials but the high-density plastics available are a low maintenance, rust proof advantage. Information on these materials can be found in architectural publications, on the Internet, or by calling PERS-656D4.

A PRODUCT OF INNOVATION...New phenolic materials have revolutionized locker systems. The materials which the system is made are entirely water resistant and rustproof inside and out. They are particularly suited to withstand harsh locker room environments because of their durability and resistance to moisture. A special melamine overcoat applied to the solid resin panels adds extra protection from damage, chemicals, scratching and impact.

DUAL PURPOSE ACOUSTICAL BANNERS...Hard ceilings, floors, and wall surfaces in your youth center, CDC, or gymnasium can result in elevated noise levels that garble speech and distort other sounds. This problem can be simply over come through the installation of acoustical ceiling banners that will easily decrease sound reverberation by 70%. These acoustical banners are economic and require minimal effort to install. For more information, contact PERS-656D3.

WEAR AND TEAR...You will probably see your carpets "ugly out" before they wear out, according to carpet industry gurus. Protect your investment – guard against soiling, wear and premature product replacement by:

- Specifying the right stain-resistant or soil-resistant treatments up front. Contact the carpet manufacturer for available treatments and maintenance procedures;
- Educating maintenance personnel or your staff about recommended dry-cleaning methods (i.e., never saturate a carpet with water and no harsh scrubbing, please); and
- Studying potential UV exposure and choosing face-resistant products, where needed. Solution: dyed nylon is recommended.

MWR CUSTOMER CARE LINE**DSN 882-6499**

**INTERIOR DESIGN SERVICES
CONTRACT FORMAT**

We have had several reports concerning the misuse of this standardized contract format. We have added a cover sheet to the format on the web page to provide information about when this format should and shouldn't be used. In a nutshell, this format should only be used when you are contracting for the services of an interior or kitchen designer to provide design work and specifications for furniture, furnishings, wall treatments, carpeting, or equipment. The format should not be used to contract for architectural/engineering services, for any design work leading to facility construction/repair projects, or for any construction/repair work.

POC: PERS-656C,
901-874-6680, DSN 882-6680,
P656C@persnet.navy.mil

POC: PERS-656C1,
901-874-6685, DSN 882-6685,
P656C1@persnet.navy.mil

POC: PERS-656A,
901-874-6670, DSN 882-6670,
P656A@persnet.navy.mil

NAF PURCHASE CARD MANDATORY POLICY NOTICE...

Due to the recent Congressional hearing which highlighted the need to ensure proper oversight of the DoD purchase card program, Navy Supply System Command (NAVSUP), the Navy's Purchase Card Program Manager for both NAF and APF, has issued two important DoN Policy letters.

Policy letter PC02-3 highlights the need to reinforce guidance on the requirement for "separation of functions" in preventing fraud, misuse, and abuse within the DoN purchase card program. A minimum two way "separation of functions" is required, i.e., the cardholder makes the purchase and another person accepts and receives (signs for) the supplies/merchandise or services. See the NAF Purchase Card Standard Operating Procedure (SOP) dated September 2000, page 6, for additional guidance pertaining to the "separation of functions" requirement.

Policy letter PC02-5 provides DoN policy on the "span of control" between Approving Officials (AOs) and cardholders. It states that the ratio of purchase cardholders to AOs should be no more than 5-7 cardholders per AO. This ratio must be reduced if the volume of purchase card transactions creates a situation that inhibits the AO from performing an effective review of the cardholder's statements. The policy letters also stress the importance that the AO must be someone in the cardholder's direct chain of command, but that a cardholder cannot be an AO for his/her own supervisor (see page 2 of SOP for additional guidance).

NAF Agency Program Coordinators should ensure their program provides for a "separation of functions", and ensure that the "span of control" ratio of cardholders to AOs is within the maximum range.

LICENSE PLATES FOR NAF MWR VEHICLES...Great News! You finally have a source for ordering license plates for your NAF MWR vehicles (includes sedans, trucks, vans, trailers -- not for items such as golf carts, tractors, etc.). Effective September 1, 2001, UNICOR became the mandatory supplier of plates for all government vehicles. PERS-656A is the authorized agency buyer for Navy MWR.

If you desire a license plate for your NAF vehicle or truck, please submit your requests to Carolyn via e-mail or fax. Be sure to include a point of contact name, telephone number, fax number, activity name & address, MWR fund number, UIC and the USN numbers needed. Upon receipt, the plates will be ordered at a cost of approximately \$5.25 per pair plus shipping costs. Orders should be filled and shipped from UNICOR within fourteen business days of receipt. Headquarters will forward the expense for these license plates to the requesting field activity via RAMCAS.



**PERSONNEL
BRANCH**

Head, PERS-653,
901-874-6715, DSN 882-6715,
eucile.ballenger@persnet.navy.mil

180 WAIVER LIFTED...for hiring retired military members within 180 days of retirement. President Bush declared a proclamation of a national emergency on September 14. Title 5, USC, Section 2236(b)(3) allows the appointment of a retired military member to a position in the civil service in the Department of Defense (including Nonappropriated Fund positions) during the period of 180 days immediately after retirement from active duty. Therefore, activities may forego the waiver normally required to hire retired military members within 180 days of retirement from active duty.

Contact PERS-653D or PERS-653C for more information.

POC: PERS-653D,
901-874-6711, DSN 882-6711,
P653D@persnet.navy.mil
or PERS-653C,
901-874-6712, DSN 882-6712,
P653C@persnet.navy.mil

BUPERS NAF POLICY ON EMPLOYEES CALLED TO ACTIVE DUTY...Current NAF employees who are members of the uniformed services and who are called to active duty (or volunteer for active duty) are entitled certain pay, leave, and benefits:

PAY: Employees performing active military duty will receive compensation from the Armed Forces in accordance with the terms and conditions of their military enlistment or commission. Additionally, when called to active duty, regular full time employees who elect to use paid military leave may also use up to 15 calendar days per fiscal year without loss of pay, time or performance rating (i.e., they get both their NAFI paycheck and their military paycheck for a maximum of 15 days per fiscal year). Regular part-time employees will accrue military leave on a prorated basis. Any part of this excused absence that is not used in any given fiscal year accrues and may be carried over to the next year, up to a maximum of 30 days.

ANNUAL LEAVE: Employees who perform active military duty may request the use of accrued and accumulated annual leave to their credit. Employees who use annual leave will receive compensation from their civilian position for all hours charged to annual leave in addition to their military pay for the same period.

LUMP SUM LEAVE PAYMENTS: Employees who enter into active military duty may have their annual leave remain to their credit until they return to their civilian position or receive a lump-sum payment for all accumulated leave.

HEALTH BENEFITS: Employees in a non-pay status while on military duty can keep their health benefits for up to 18 months. During the first 365 days, they are responsible for paying the regular employee share of the premium. During the remainder of the 18 months (i.e., last 6 months of the 18 month period), employees are responsible for both the employee plus the employer's share of the health premiums plus a two percent admin fee.

JOB PROTECTION: An employee who enters active military duty (voluntarily or involuntarily) from any position, including temporary and flexible positions, has full job protection, provided he/she applies for reemployment within the following time limits:

- Employees who served less than 31 days must report back to work at the beginning of the next scheduled workday following their release from service and expiration of 8 hours after a time for safe transportation back to the employee's residence.
- Employees serving more than 30 days, but less than 181, must apply for reemployment within 14 days of release by the military.
- Employees who served more than 180 days have 90 days to apply for reemployment.
- Employees who served less than 91 days must be restored to the position for which qualified that they would have attained had their employment not been interrupted. Employees who served more than 90 days have essentially the same rights, except that the agency has the option of placing the employee in a position for which qualified, of like seniority, status, and pay.

**FY-02 WAGE
SCHEDULES DELAYED**

Issuance of nonappropriated Federal Wage System pay schedules effective in FY-02 will be delayed until determination of FY-02 pay limitations. This will effect pay schedules for paybands NF-1 and NF-2 and craft and trade positions. When issued, pay schedules will be retroactive to their normal effective date.

POC: PERS-653D1,
901-874-6707, DSN 882-6707,
P653D1@persnet.navy.mil

POC: PERS-653D,
901-874-6711, DSN 882-6711,
P653D@persnet.navy.mil
or PERS-653C,
901-874-6712, DSN 882-6712,
P653C@persnet.navy.mil

POC: PERS-653E1,
901-874-6709, DSN 882-6709,
P653E1@persnet.navy.mil

OPM POLICY WAIVERS AND HIRING FLEXIBILITIES...The Office of Personnel Management (OPM) and the Department of Defense (DoD) have provided the following flexibilities to assist DoD activities in filling vacancies in support of security, rescue, investigation, and directly related functions, associated with the attacks on the World Trade Center and the Pentagon:

- OPM has authorized the use of temporary excepted service appointing authority for up to one year for filling vacancies in support of security, rescue, investigation and directly related functions associated with the attacks on the World Trade Center and the Pentagon.
- OPM has waived the voluntary separation incentive pay (VSIP) requirement for former Federal employees hired under this authority. This means that GS employees who separated in the previous five years after receiving a buyout can be rehired under this temporary appointment authority and will not have to repay any VSIP payment. Please note that this hiring flexibility only applies to temporary appointments up to one year and must be in support of rescue, recovery, investigation, military support and directly related functions relating to the September 11 attacks.

- OPM has granted DoD the authority to waive retirement dual compensation limits for former Federal employees. This waiver authority allows Federal retirees to receive their full annuity and all appropriate pay for the temporary position. Again, this waiver authority expires September 30, 2002 and the activity must provide documentation that the position is in direct support of security, rescue, recovery, investigation, military support and other directly related functions relating to the attacks on the World Trade Center and the Pentagon.

ANNUAL OPEN ENROLLMENT PERIOD FOR THE DoD NAF UNIFORM HEALTH PLAN...October 22 thru November 16 was an open enrollment period for BUPERS NAF employees to enroll in the medical plan without proof of good health. As a reminder, we will not be offering the Aetna Indemnity (low) plan or the Cigna HMO plan in 2002. Employees enrolled in these plans must complete new enrollment forms if they wish to have coverage under the DoD Uniform Health Plan in 2002.

All changes in the medical plan will be effective January 1; deductions start on the first full pay period after January 1. Outlined below are the major changes in the plan provision for the DoD NAF Uniform Health Plan for CY-02.

- The POS and PPO co-pay for specialists will increase from \$15.00 to \$25.00.
- The POS and PPO emergency room co-pay will increase from \$50.00 to \$100.00.
- The co-insurance for hospital services, including room and board, will decrease from 100% to 90%.
- A three-tier formulary prescription drug program will be implemented. The co-pays for generic will be \$10.00, formulary brand name drugs will be \$20.00, and non-formulary brand name drugs will be \$30.00.
- A passive preferred provider dental (Dental PPO) network will be offered. This means that employees who choose to use a dentist in the network will save money.



TRAINING BRANCH

Head, PERS-654,
901-874-6719, DSN 882-6719,
P654@persnet.navy.mil

HERE AT LAST

The Training Branch has completed a project to put the MWR Managers' Desk References "on-a-disk." Future course participants will receive the CD with their desk reference set when they attend the MWR Managers' Course.

The CD provides the Navy MWR and Marine Corps MCCS, 4-volume desk reference set in the "pdf" format. This format enables you to view any section of the desk reference via the Adobe Acrobat® Reader, Version 5.0. With Acrobat, you can search for specific desk reference items; enlarge the information view; jump (via "links") from the Table of Contents to specific desk reference duties, tasks, enclosures, work sheets, checklists and forms; and print selected pages. The CD contains all the desk reference files in MS Word or Excel formats, too. You can install all the forms, work sheets and checklists to a default or user-selected folder or directory. And, finally, the installation procedure will upgrade your version of Adobe Acrobat® to version 5.0, or install the Acrobat reader if it isn't on your computer now. Copies are available on request.

POC: PERS-6543,
901-874-6717, DSN 882-6717,
P6543@persnet.navy.mil

LEADERSHIP SKILLS FOR MANAGERS (LSFM)...The new Leadership Skills for Managers (LSFM) course piloted successfully October 15-19. The course was tested with 12 Navy and Marine Corps program managers who rated it as the most thorough management course they have ever attended. Navy attendees were Jesse Aguirre, Navy Region Southwest; Steven Dauenhauer, CBC Gulfport; Sonny Delgado and Katie Gammon, NSA Mid-South; Sandy Keehner and Dee Stanley, NPC; Larry Meekins, NAS Oceana; Jason Piganelli, NTC Great Lakes; Huey White, NAS JRB, New Orleans.

This five-day course deals with the interpersonal skills MWR managers need to assess and improve their own personal leadership model to ensure extraordinary staff performance -- all while focusing on overall customer satisfaction. The LSFM course incorporates significantly updated skills previously taught in the Management Skills TRaining (MASTR) course and other skills never provided in MWR training.

Participants in the LSFM course practice using a new desk reference that contains the essential management competencies necessary for managers and supervisors to be successful in their current and future positions within MWR. This highly interactive course incorporates peer-to-peer interactions, role-plays, simulations, small group work, and facilitated group discussions.

The LSFM course consists Walk-Your-Talk; Listening Skills; Prepare Individual Goals and Objectives; Test Solutions using the R. A.W. Model; Solve Performance Problems; Coach, Counsel and Tutor; Recover from Customer Service Complaints; Communicate for Win-Win Results ;Build and Lead Teams; and Manage a Diverse Workforce.

The LSFM course is designed for individuals who lead, direct, manage, or supervise others or those being groomed for such positions. This includes individuals who manage CAT A, B, and C programs or a support/business-function and senior managers who supervise multiple MWR Programs or MWR managers. Slots will be filled on a first come, first served basis with applications from qualified students.

The course will be offered Navy-wide beginning in February. Be on the lookout for a course near you. If you would like to request an LSFM course, contact us and we will be happy to help set one up for you.

A MWR TRAINING BRANCH FIRST...The Star Service: Achieving Extraordinary Customer Relations (AECR) participant's guide was recently translated into Japanese for use by our Japanese speaking employees throughout Japan. This is the first time participant materials for a MWR training course have been translated into a foreign language!

According to Tim Hofstetter, Regional MWR Program Manager for COMNAVFORJAPAN, "The Japanese version of Star Service is one of the most impressive initiatives/accomplishments, in support of the field, that I have witnessed in my many years in MWR."

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We're told by facilitators and managers that this translated version of the guide will be an invaluable tool for bridging language and cultural gaps in order to create even more PMCE's (Positive Memorable Customer Experiences) for all of our customers there.

Kudos to our friends in Japan, especially Cynthia Yuka Uehara in Okinawa, who partnered so diligently with us to ensure that this translation came to fruition. The Star Service Field Support Team is studying the possibilities of translating the participant guide into Spanish and Tagalog. We will soon be requesting that Star Service Coordinators send us the numbers of Spanish and Tagalog-speaking employees at their bases in order to determine the feasibility of these translations. Please work with your coordinators to ensure this information is collected.

CENTER OF EXCELLENCE GOES REGIONAL...Navy Region Southeast (CNRSE) has begun the process to become the Navy's first regional Center of Service Excellence. MWR leaders at the regional and base level recently met in Jacksonville to review the intent, outcomes, benefits, and implementation process for the Center of Excellence business design in order to create an action plan.

The regional leadership believes that now more than ever is the right time to move beyond just Star Service training and enhance the customer service experience by becoming a regional Center of Service Excellence for the following three reasons:

- With heightened security MWR wants to reinforce the supportive Navy family environment by ensuring that every interaction between MWR Staff and the community is a powerful, positive "Moment of Truth";
- Reduced services due to funding shortfalls will affect the individual level of service satisfaction, making customer satisfaction with remaining services critical; and
- Since MWR employee morale will be impacted by the same reduced services, they need to be reminded that they are more critical than ever.

The MWR Directors' meeting took place simultaneously with the CNRSE quarterly Executive Steering Committee meeting which was attended by the Master Chief Petty Officer of the Navy (MCPON). The MCPON expressed his enthusiasm about both MWR's commitment to customer service and CNRSE's decision to take customer service to the next step.



MWR CUSTOMER CARE LINE

901-874-6499

**POLICY &
MANAGEMENT
ASSISTANCE
BRANCH**

Head, PERS-658,
901-874-6635, DSN 882-6635,
P658@persnet.navy.mil

NAVY DAY AT ICAS 2001...The International Council of Air Shows (ICAS) will be held at the Disney Coronado Springs Resort in Orlando from December 9-12. Navy Day will begin at 1600 on December 9 in Coronado rooms C and D. There will be a panel discussion on lessons learned from the Air Shows held in 2001. Of particular note will be discussions on how shows were affected by the aftermath of September 11. There will also be discussions on joint venture air shows such as those involving municipalities and private groups, as well as those that are corporate sponsored. Other topics to be addressed include the evaluation of bids, static displays, rental car liabilities and many others. If there are any questions, please call PERS-658L.

WHEN SERVED WITH SUBPOENA IN CONNECTION WITH OFFICIAL DUTIES...What should a MWR employee do when served with a subpoena to produce official documents or other information connected with their official duties? No government employee is to provide official information, documents, records, or opinions to any person, organization, or agency concerning any official matter where the U.S. is, or may reasonably be expected to be, a party to any action. These "actions" usually amount to a claim against the U.S. or the NAFL.

If a government employee is contacted by an attorney or other person representing the interests of another party, or if an employee is served with a subpoena to produce official records, the employee is to immediately notify the MWR director who shall in turn notify the command's servicing staff judge advocate (SJA) or general counsel (GC) via the chain of command. No MWR employee should respond to a request or answer any questions without guidance of the appropriate legal authority. It is the lawyer's responsibility to act on any requests for information and to coordinate with attorneys assigned to the appropriate division of the Navy Judge Advocate General's Office. MWR employees with questions concerning these matters are encouraged to contact their command staff judge advocate or nearest Naval Legal Service Office.

GOVERNMENT CONTRACTOR PRIZES AND MWR EMPLOYMENT...Recently an MWR employee won a prize offered by a contractor to all authorized users of the contractor's web site. This MWR employee answered the most number of questions correctly of all those who entered the contest. The employee then asked his command's Ethics Counselor if he could keep the prize he won. The advice the employee received was that he could not keep the prize because he won it as a government employee. Unless the prize was open to the general public and not just to those who were authorized to visit the company's web site, the government employee was prohibited from accepting it under 5 C.F.R. 2635.203(b) of the Code of Federal Regulations. Therefore, he could either return the gift or give it to the government for use as his command saw fit.

Moral of the Story: Ask advice from your local Ethics Official before accepting any prize won when you are performing an official duty or on official travel which is not able to be won by the general public. If there are any questions, please call PERS-658L.

POC: PERS-658L,
901-874-6626, DSN 882-6626,
P658L@persnet.navy.mil

OUTDOOR RECREATION HOLD-HARMLESS AGREEMENTS...

are on the MWR Legal and MWR Outdoor Recreation web sites, www.mwr.navy.mil/mwrprgms/legal.htm or www.mwr.navy.mil/mwrprgms/outrec3.htm. Due to the inherent risk exposure associated with some outdoor recreational activities, the MWR Legal Office is designing hold-harmless agreements that will minimize the adverse effects of unpredictable accidents of said activities. In order for these agreements to be effective, we are requiring all MWR activities to incorporate these agreements into their daily outdoor recreation programs, by requiring all MWR patrons to sign the acknowledgment of risk and hold-harmless forms.

Remember, all agreements must be reviewed by the command's Staff Judge Advocate (SJA) or Office of General Counsel (OGC) attorney before using the agreement for the first time or any time modifications are made. Further, all MWR activities are required to retain all signed hold-harmless agreements.

WEB VERSION OF PULSE POINT TRAINING SEMINAR...

Training for the web-based version of Pulse Point will be held in Millington on December 12-13. This seminar is designed for MWR personnel who are responsible for the development, administration and analysis of customer surveys using the web-enabled Pulse Point survey system. Since the web-enabled version of Pulse Point requires the use of a server, installations participating in the seminar are encouraged to send their local web administrator as well as a MWR representative. Quotas will be limited to two persons per installation. Student loading will be limited to 20 attendees.

MWR WORLDWIDE TELEPHONE BOOK...After much hard work, the Navy-wide MWR Telephone Directory is almost completely updated. Pending receipt and verification of information from a few remaining activities, the directory will be ready for distribution. For those MWR activities that have submitted updated telephone listings, we extend to you our sincere gratitude for enabling us to quickly assemble the information. If you are one of the few MWR activities remaining that has not provided updates and changes to the MWR Directory, please do so soon so we can get this valuable tool to the field. It is our goal to have the directory available to the field before the end of December. Please submit your information to PERS-658D1.

MWR SUPPORT SERVICES WORKSHOP...scheduled for 18-22 March. The workshop will focus on issues that are essential to effective and efficient management and operation of MWR Support Services Offices. Additionally, this workshop will provide general information on policy, new initiatives, projects and system updates. Don't miss this opportunity to network, clarify issues, and participate in group-discussions! Registration forms are available in the Training Section of the NPC MWR homepage www.mwr.navy.mil.

POC: PERS-658L,
901-874-6626, DSN 882-6626,
P658L@persnet.navy.mil

POC: PERS-658G,
901-874-6624, DSN 882-6624,
P658G@persnet.navy.mil

POC: PERS-658D1,
901-874-6810, DSN 882-6810,
P658D1@persnet.navy.mil

POC: PERS-658H,
901-874-6800, DSN 882-6800
P658H@persnet.navy.mil

WHEN A MWR VEHICLE IS INVOLVED IN A MOTOR VEHICLE ACCIDENT... Each MWR activity should develop and have in place a well-known, easy-to-follow plan in the event a MWR vehicle be involved in an accident. Each plan should include, at a minimum, the following steps:

- Make sure everyone is all right. Unless absolutely necessary, do not move injured persons from the vehicle. Seek immediate medical attention for anyone who is injured.
- If possible, safely pull the vehicle out from traffic and turn off the engine.
- Contact the police (off-base) or installation security (on-base) right away or see that someone else does. The MWR activity will require a copy of the official accident report to perfect its claim.
- Verify and exchange information with the other driver(s) involved. Make sure you record the name, address, and telephone number of all drivers and passengers; Driver's license numbers and license plate numbers; registration information; make, model and year of vehicles; and the insurance companies to be involved.
- Use the accident report form, which should be maintained in the glove box/console of the MWR vehicle. Make notes or even a sketch to help you remember the time, weather conditions and details of how the accident happened.
- Do not lay blame or admit fault. Not only is this unnecessary, but it could prove detrimental to the government during the adjudication and possible settlement of any claims arising from the accident.
- Once the preliminaries have been accomplished, the command's legal officer or staff judge advocate needs to be informed so that they may coordinate with a Claims Attorney at the servicing Naval Legal Service Office.

Once all of the above have been accomplished, MWR activities are to submit their claims for reimbursement by following the procedures set forth in Chapters 2, 4, and 5 of BUPERSINST 5890.1.

POC: PERS-658D,
901-874-6860, DSN 882-6860,
P658D@persnet.navy.mil
or PERS-658D1,
901-874-6810, DSN 882-6810,
P658D1@persnet.navy.mil

MARKETING SUPPORT WORKSHOP... is scheduled for April 15-19 in Millington. The workshop will focus on the fundamental aspects of Marketing and will include a review of the trends that are influencing Navy MWR programs and their impact on program delivery. This workshop is designed for Marketing Directors, MWR PAOs, or anyone who provides marketing support to MWR programs. Several marketing tools will be reviewed and provided to attendees. Registration forms are available in the Training Section of the NPC MWR homepage www.mwr.navy.mil.

POC: PERS-658P,
901-874-6593, DSN 882-6593,
P658P@persnet.navy.mil

NAVY FLYING CLUBS GETTING BACK ON THEIR FEET...

Immediately following the terrorists attacks of September 11, the Federal Aviation Administration (FAA) grounded all General Aviation (GA) aircraft, which included all aircraft in the Navy Flying Club Program. By October 22, the FAA had incrementally lifted most of the restrictions imposed on different types of aircraft and airspace. VFR flight restrictions are still in effect for the Class B airports at Boston, New York, and Washington National. Most recently, on October 31, the FAA announced the prohibition of all general aviation flights within 10 miles of nuclear power plants. While NFCs overseas have not been impacted, the following stateside clubs continue to be affected by the events of September 11:

- The Navy Annapolis Flying Club, while capable of IFR flights from Lee Airport, is still prohibited from conducting VFR flights. Fortunately, the club is able to fly some VFR flights from a nearby airport outside Washington National Airport's enhanced Class B airspace.
- The Patuxent River NFC has returned to full flight status after being grounded since October 31 due to the FAA's prohibition of flights within a 10NM radius of a nuclear plant.
- The Jacksonville Navy Flying Club has been placed in a no-fly status by the installation commander as part of the Naval Air Station's physical security plan. The club is currently looking into options of moving the club off-base.

FREQUENTLY ASKED NFC QUESTIONS...

QUESTION: Are there circumstances when the NFC may use restricted cash for other club obligations?

ANSWER: Yes, provided approval is obtained from the Commanding Officer via the MWR Director. Cash in the Restricted Cash - Capital Outlays account - is set up for a specific purpose or purposes and are approved by the Commanding Officer (or his designated representative). Command approval is required to "unrestrict" this cash, i.e., to use the money for a purpose other than the purpose it was originally restricted.

POC: PERS-658F,
901-874-6627, DSN 882-6627,
P658F@persnet.navy.mil

NFC PROGRAM WORKSHOP... will be held 25-27 March in Millington. The Workshop is designed for those who are involved in the direct management or administration of Navy flying clubs.

We will focus on issues that are essential to effective and efficient management and operation of your NFC. We will cover general information on policy - program updates - status of the NFC transition under the administration of the local MWR - aircraft accident statistics - HAZMAT requirements - clarification of current hot issues - questions and answers - group discussion on such topics as club appearance, aircraft maintenance, financial issues, legal issues, personnel issues, aircraft maintenance issues, customer service, T-34B Wing Spar issues, and much more. For information or to register, please visit us at www.mwr.navy.mil/mwrprgms/training1.htm.

ACTIONS TO TAKE WHEN EXPERIENCING NAF CASH OR OTHER CRISIS SITUATIONS...

A crisis situation may be a MWR Fund in a negative cash situation, MWR Category C activity in "red flag" status, or local situations that could cause a Fund or activity to enter such a crisis situation. Here are just a few actions that should be considered:

- The activity manager should immediately prepare a PAO&M to resolve the crisis (or prevent a future crisis) for approval by the CO.
- Non-essential procurement should be immediately suspended. Open orders should be reviewed; non-essential supply items cancelled; inventories reduced. All purchases should be approved at the highest appropriate level in the MWR organization.
- Labor costs need to be controlled. Work schedules of all MWR personnel should be reviewed and approved at the highest appropriate level in the MWR organization.
- All overtime should be prohibited.
- Work schedules of full-time employees should be adjusted where possible to reduce NAF flexible salary expense. Flexible employees should be removed from work schedules unless the flexible position is absolutely required to keep the facility open.
- Payment terms on catering contracts should be strictly enforced.
- All aged accounts should be aggressively collected.
- Ensure that effective internal controls are in place.
- Immediately realign hours of operation consistent with program/patron needs.
- Curtail all "give-a-way" promotion items.
- Ensure that all authorized MWR patrons pay the established fee or charge. MWR employees are not authorized MWR discounts.
- Provide CO with a weekly program and financial update frequently.

SEPTEMBER 11 IMPACT ON MWR FINANCIAL PERFORMANCE...As you all are aware, the events on September 11 played havoc on Navy MWR's financial posture. Here are some financial indicators which demonstrate the impact:

- ◆ Net system-wide MWR operating profit in FY-01 through August was up 13.8% (or \$2.2M) over the same period in FY-00. However, the events of September 11 resulted in lost revenues with the causal effect of reducing operating profits for the year by 20.6% (or \$2.6M) compared to FY-00.
- ◆ Revenues for the month of September '01 were down 22% or \$7.7M compared to the month of September '00 and down 16.3% or \$5.3M from September '99.
- ◆ Revenues were down in all areas for FY-01 compared to FY-00 except programs, which were up slightly. Resale down 3.6%, catering down 3.8%, commissions down 4.2% and other revenue down 3.8%.
- ◆ Expenses for the month of September '01 only decreased 0.8% or \$3.2M from expenses incurred in the month of September '00.
- ◆ MWR Category B activities were affected the least. While September '01 operating revenue was down \$2.5M or 23.7% compared to September '00, system-wide Category B revenues was up 2% (or \$2.5M) for the year as a whole. Overall net profits for Category B activities for FY-01 actually improved 7.3% or \$0.7M.
- ◆ MWR Category C activities took the biggest hit. Operating revenues from Category C activities through the end of August '01 were running a little behind the same period of the previous year. For the month of September '01, Category C revenues were down 19.6% (or \$4.3M) compared to the month of September '00. Operating expenses decreased only by \$1.7M (or 8.8%) in the month of September '01 compared to September '00. As a result of September 11 events, FY-01 ended with a Category C net operating deficit of \$3.0M. Net cash flow from these operations was up slightly (\$0.4M or 1.3%) in FY-01 through August compared to YTD August FY-00. However, reduced business activity in September '01 resulted in a FY-01 decrease in net cash flow compared to FY-00 of 4.9% (i.e., down from \$41.2M in FY-00 to \$39.2M in FY-01).
- ◆ Both CONUS and OCONUS bases felt the impact of September 11 events. FY-01 financial performance of OCONUS activities prior to September 11 were already behind the performance during the same period in FY-00. Financial performance of CONUS bases in FY-01 prior to the events was ahead of the same period in FY-00. September events resulted in a significant increase in operating deficits for both CONUS and OCONUS bases. Cash flow from operations showed a similar worsening in both CONUS and OCONUS bases.

The good news, from a system-wide perspective after applying NEX profits, is that FY-01 net cash flow was up \$0.5M or 1.2% compared to FY-00. The bad news is that September 11 negated what looked like to be the greatest MWR financial performance ever.



**FINANCIAL
MANAGEMENT
BRANCH**

Head, PERS-652,
901-874-6612, DSN 882-6612,
P652@persnet.navy.mil

POC: PERS-652E2,
901-874-6549, DSN 882-6549
P652E2@persnet.navy.mil

POC: PERS-652G2,
901-874-6548, DSN 882-6548,
P652G2@persnet.navy.mil

CENTRALIZED CREDIT CARD PROGRAM... NPC exercised the third year option for October 14, 2001 through October 13, 2002 for the centralized credit card contract with Mellon Bank. The new discount rates for this period are as follows:

Visa/MasterCard: 1.99%
Discover: 2.34%
American Express: 3.32%

With the help of MWR Okinawa, Mellon Bank tested a new circuit installed for electronic credit card processing in Japan. The test was successful and the rollout has begun to bring all sites in Japan currently processing manually on the new electronic system. Anyone needing further information on processing in Japan should contact PERS-652E2.

WE'RE QUICKLY APPROACHING THE END OF 2001...

Everyone should be balancing payroll accounts to ensure all adjustments, pre-pays and voids for prior quarters have been recorded in ADP Managistics/ADP PCPW. We should only have to deal with December adjustments in January, not adjustments that should have already been processed for prior quarters. Fourth quarter adjustments must be completed no later than January 7 for Managistics clients and January 4 for ADP PCPW clients.

The last payday of 2001 will be December 21 (PPE December 13). Tip allocations must be reported on or before the last payday to be included on the W2 forms.

The Employee Master File clean up should be completed prior to the December 21 paydate. All employee information including name, social security number, address, and wage/tax information needs to be verified to ensure correct W2s are issued. Managistics will begin processing W2s on January 4; ADP PCPW will begin processing W2s on January 10. Contact PERS-652G2 for details.

RAMCAS WEB PAGE NOW ACTIVE... For information on month-end closing schedules, FY-02 accounting changes, the latest Chart of Accounts, or RAMCAS POCs, go to www.mwr.navy.mil/mwrprgms/ramcas.htm#ramcas. In the next several weeks you will also be able to access the entire RAMCAS User Handbook at this site. Make a note to visit this site periodically to check for other important information and updates.

**MWR CUSTOMER CARE LINE****DSN 882-6499**

**COMMUNITY
SUPPORT
BRANCH**

Head, PERS-659,
901-874-6700, DSN 882-6700,
P659@persnet.navy.mil

POC: PERS-659B1,
901-874-4962, DSN 882-4962,
P659B1@persnet.navy.mil

**YOUTH DIRECTORY
UPDATE**

We would again like to be sure that all our directory information is as current as possible. We will put out the 2002 Youth Directory around the first of the year. If you have had major staffing changes or have new phone numbers, email addresses, mailing addresses, etc., please forward the updated information to us no later than December 15 for inclusion. Also, if you did not include information in the past on teen and SAC coordinators, we would like that information as well.

POC: PERS-659C,
901-874-6702, DSN 882-6702,
P659C@persnet.navy.mil

WELCOME...PERS-659 welcomes Sharon Peterson, new Community Support Branch Head. Sharon was previously the Mid-Atlantic Regional Child Development Program Manager and Norfolk Naval Shipyard MWR Director. Welcome Sharon!

AUTO SKILLS BASELINE ASSESSMENT...From a headquarters perspective, it has been difficult to get the "big picture" when looking at our programs. Because of the diversity in services offered at different bases and the unique nature of the program, it is important from this end (i.e., HQ) to get a handle on what types of programs and services are out there.

To do this, we have developed a simple, data-collection tool that will capture services, facility, personnel, hours of operation, and equipment information. The information will be an Excel document with instructions. Its format is simple to use and the whole process of inputting data should take no more than 30 minutes to an hour. Once collected, this information will be valuable in funding future requirements for our program and will be helpful for managers looking to network with other managers when consulting on like-services or programs. For example, a manager may want to know who else in the field currently operates a paint booth. With this data, we can provide a list in minutes. A letter should be out shortly with an accompanying disk and due dates for submission.

AUTO SKILLS FORUM...If you are not already aware of the MWR forums link on the www.mwr.navy.mil web page, read on!

At the MWR web page, click on the "forums" link at the bottom of the page. Once there, click the "Auto Skills" forum. This forum is a great resource for Auto Skills managers to share information. You can post topics for discussion or simply ask questions. The more people that are registered, the more effective a tool it will be. We encourage everyone to check it out and begin using it as a resource.

VANS...There still seems to be confusion over what does and what does not constitute a non-conforming vehicle for programs transporting children to and from school. In a memorandum put out by PERS-659 dated 08 MAR 1999, Subj: USE OF NON-CONFORMING VEHICLES FOR CHILD DEVELOPMENT AND YOUTH PROGRAM TRANSPORTATION, the following information was provided as an enclosure.

"...a vehicle is regarded as being a school bus if it is likely that the vehicle is to be used significantly to transport preprimary, primary, and secondary students to or from school or school-related events."

This does not apply to programs that are using the vehicle for non-school related functions, i.e., youth program related activities, nor does it apply to vehicles with a capacity of 10 passengers or less. Furthermore, vehicles purchased or leased prior to the date of the memorandum are excluded from this requirement.

For further guidance on this subject, contact the Navy Safety Center or visit their website at www.safetycenter.navy.mil.

NSACA ACCREDITATION

If you have not already purchased your NSACA Accreditation Kit, PERS-659 will be purchasing these centrally in February. If you already have a kit, please let us know so we don't duplicate the process.

POC: PERS-659C,
901-874-6702, DSN 882-6702,
P659C@persnet.navy.mil

POC: PERS-659D,
901-874-6695, DSN 882-6695,
P659D@persnet.navy.mil

POC: PERS-659D

POC: PERS-659D

NAVY TRAINING FOR T&CS...was held October 30-31 in Anaheim, CA in conjunction with the National Association for the Education of Young Children (NAEYC) annual conference. Sixty-two Training & Curriculum Specialists (T&CS), Child Development Program Administrators, and Center Directors met to receive the final version of the long awaited *Navy Training and Curriculum Specialist Resource Guide Book*.

Vickie Woods, PERS-659 Child Development Specialist, introduced the guidebook, which was well-received and has already received rave reviews from the test sites! Each command should receive the final version of the guidebook by January 2002. Other speakers included Alice Faye Duncan, a children's author, who talked about the importance of continuing to promote Children's Literacy; a session by Ms. Woods on Effective Classroom Observations of Children and Staff; and a session on effective staff training by "Mr. Happy", Jim Atkinson. The overall assessment from the participants was "Outstanding Training!" The participants then attended NAEYC Annual Conference from November 1-3 at the Anaheim Convention Center.

INSTALLATION GRANT PROGRAM...PERS-659 has established a non-appropriated fund grant program for Community Support Activities geared towards military families. The NAF grants are intended to provide limited financial assistance to installation commanders and event planners to support MWR events specifically targeted for military families. Grant requests must be submitted to PERS-659 by January 15. Request forms and additional details are available at www.mwr.navy.mil under the Military Family Appreciation Link.

TEEN SPIRIT LOGO CONTEST...PERS-659 is sponsoring a Navy-wide contest for Navy teens and their families to develop a logo that depicts the spirit of the Navy teen program. Youth Directors are encouraged to incorporate the contest into programming objectives. Additionally, Youth Directors are responsible for forwarding entries to PERS-659 by the deadline of Monday, December 3. PERS-659 will select an overall Navy winner. The winning installation will receive the "Teens-on-Wheels" award, which includes a 15-passenger van loaded with teen-specific games and equipment. Additional details are available at www.mwr.navy.mil under the Military Family Appreciation Link.

CHILDREN/YOUTH PICTURE CONTEST...PERS-659 is sponsoring a Navy-wide contest for original drawings by children and their families depicting military life. CDP/Youth Directors are encouraged to incorporate the contest into daily CDC/CDH/SAC curriculum. Installations are responsible for establishing local due dates and applicable submission requirements. Installation Training & Curriculum Specialists will be responsible for judging local pictures and selecting an overall installation winner. Winning installation pictures should be submitted to PERS-659 by December 14. Additional details are available at www.mwr.navy.mil under the Military Family Appreciation Link.



FITNESS BRANCH

Head, PERS-651,
901-874-6634, DSN 882-6634,
P651@persnet.navy.mil

GROUP EXERCISES	
Increasing Participation	Decreasing Participation
Other mind body programs	Boxing-based classes
Group personal training	Kickboxing
Sport-specific training	Martial-arts-based classes
Stability ball classes	Indoor rowing
Indoor cycling	Mixed-impact
Walking	
Water classes	
Wellness/Lifestyle programs	
Outdoor activities	

Source: Idea Trendwatch 2001

GROUP EXERCISE...What's Hot and What's Not? What are the hottest group exercise activities going? According to *Trendwatch 2001*, an annual study conducted by IDEA Health and Fitness, the hot group exercises are core-conditioning, flexibility/stretching, and group strength training. They owe their increased popularity, in part, to an aging population and to consumers who are better informed about the specific benefits of different types of exercise. "One thing is clear from this study," notes Kathie Davis, the executive director of IDEA. "There's a continued diversification of group fitness programming as facilities offer more and more types of classes, and bring on more instructors, as a way to better serve their current and potential members."

The IDEA surveyed 14 of the nation's foremost program directors and ascertained the following about individual programs:

- ◆ Core-conditioning: Serious fitness enthusiasts, including those who are already familiar with yoga and Pilates, are driving this trend, which is expected to pick up additional momentum as the public becomes more aware of the importance and pay-offs of core training.
- ◆ Flexibility/stretching: More stretching sessions are being offered at the end of regular classes, and, more and more frequently, stretching is being incorporated into group programs.
- ◆ Group strength training: Novelty, a growing awareness of the value of strength workouts, particularly as one ages, and the utilization of a wide variety of equipment, e.g., bars, dumbbells, free weights, boards, balls, etc., have produced a surge in attendance in group strength classes.
- ◆ Yoga: This ancient art has never been more popular. A proliferating number of programs (e.g., introductory, power, flow) and forms (e.g., ones that combine yoga with standard fitness or martial arts moves), its stress-reducing benefits, and positive press have converged to re-ignite yoga's fire.
- ◆ Pilates: Its appeal continues to escalate, but future growth may be limited by a shortage of qualified instructors.
- ◆ Combination/hybrid classes : Club members with eclectic appetites, but little time, have prompted the proliferation of these offerings. One fitness director describes them as providing "more bang" per session.

POC: PERS-651D,
901-874-4268, DSN 882-4268,
P651D@persnet.navy.mil

THE ALL NAVY RUGBY TEAM...finished as the 2001 Armed Forces silver medallists at this year's championships. The Armed Forces championships were held at Fort Leonard Wood, MO.

NOMINATIONS FOR...Navy Male and Female Athletes of the Year are being accepted through the end of December. See the Navy Sports web site for more information and application instructions.

KIDS RUN...We are now accepting submissions for the 2002 Kids Run for ages 5-13 that will be held on Armed Forces Day (May 18, 2002) at each participating base. We are offering the packaged program that includes running supplies and t-shirts to all bases. The cost of the program will be funded by NPC. This is a great way to promote running, fun, and fitness to our children. Information is available on the Mission Essential page at www.mwr.navy.mil. For planning purposes, get your request to us by December 7.

FY-02 FITNESS EQUIPMENT FUNDING PROGRAM...The deadline for accepting funding submissions has been extended to December 12. If your base hasn't submitted a request, please hurry. Information about the program and submission documents can be found at www.mwr.navy.mil on the Mission Essential Page.

FY-02 FITNESS AND LIBERTY NAF PROGRAM GRANTS...Requests for Mission Essential Branch NAF program grants for FY-02 are now being accepted. The submission deadline for both Liberty and Fitness grants is December 15. The grants are in place to encourage new programs at your command. Go to www.mwr.navy.mil and click on Mission Essential Branch to find information on the program. The number of requests we receive for each program category will determine the dollar amount granted to each command.

FY-02 FITNESS TRAINING SCHEDULE...Courses in Command Fitness Leader Training, Advanced Fitness, Biomechanics, Group Exercise Leader, Strength Training and Aquatic Group Exercise Training will be offered at various locations in FY-02. Go to www.mwr.navy.mil, Mission Essential Branch, to find information on the CFL Courses. All other courses will be announced through MWR Training Branch (PERS-654). Each base will receive an announcement for the courses directly from the Training Branch. Limited funding is available to MWR Fitness staff members for travel and per diem to the Advanced, Biomechanics, and Group Exercise courses.

2001 DOD FITNESS CENTER STANDARDS COMPLIANCE CHECKLIST...The report for DoD Compliance was due back to NPC by November 10. We are still missing information from several bases. We can still accept completed checklist through December 12. The information you provide will give us current information on total number of fitness facilities we have in the Navy. The DoD Checklist is available at www.mwr.navy.mil on Mission Essential Branch page.



NAVY MOTION PICTURE SERVICE

Head, PERS-650
901-874-6536, DSN 882-6536,
P650@persnet.navy.mil

THIS JUST IN!

Navy Motion Picture Service's 8MM videotapes were seen at shore sites worldwide by over 3 million military members and their dependents during fiscal year 2001. These figures are estimated based on attendance submissions from 51% of participating sites. For those who have not yet done so, please continue to fax in your FY-01 8MM shore site attendance reports to 901-874-6831. Your numbers count!

NMPS ships sixteen 8MM videotapes to over 300 shore sites and 400 afloat sites each month. Join current moviegoers and catch a movie at a videotape site near you!

"HARRY POTTER" CASTS SPELL OVER NAVY AUDIENCES...

More than 16,000 Sailors and their families attended special free screenings of the box-office record setting movie on Thanksgiving and the following day, presented by Navy MWR and Warner Brothers. Exclusive showings for families of the deployed USS John C. Stennis (CVN 74) Battle Group were held at the Naval Station and Naval Air Station North Island in San Diego.

Screenings also took place in the San Diego area, Groton, Little Creek, Bangor and Whidbey Island, and Pensacola. Each moviegoer was also treated to a free concession package including soda, popcorn and candy. Some comments from on-site personnel: Groton CT - *Out of all the programs we offered for the "Military Family Appreciation Week", this movie showing had the "biggest bang".* Whidbey Island, WA - *What an exciting success Harry Potter was for us. We had two showings and both were "sell outs".* Bangor, WA - *The crowd response was overwhelming. At times they were shaking my hand, hugging me, and the majority just couldn't believe such an event took place.*

Great job gang - you pulled that one off with less than a week's notice!

NAVY HOSTS WORLD PREMIERE OF "BEHIND ENEMY LINES"...

"*Behind Enemy Lines* was directed by me, but it's the Navy's motion picture," said director John Moore at the press conference held aboard the USS Nimitz (CVN 68) prior to the movie's world premiere at the Navy's Lowry Theater at NAS North Island on November 17. He was speaking of the close working relationship he and his crew had with the Sailors, Marines and pilots aboard the USS Carl Vinson (CVN 70), where much of the filming was done earlier this year. "It would have been wrong to have this premiere anywhere else but here." Owen Wilson, who plays the central character, attended along with many Fox Studio executives. The screening was preceded by a reception aboard the USS NIMITZ and it received national coverage on several entertainment news shows. The theater was packed to capacity for the screening (1,475 seats) and the movie was enthusiastically received.

In addition to the world premiere, six other Navy movie theaters hosted special sneak preview screenings of *Behind Enemy Lines* prior to its November 30 release. The reaction from audiences at NAB Little Creek, SUBASE New London, NTC Great Lakes, NAS Pensacola, NAS Whidbey Island and SUBASE Bangor was tremendous! At a packed house at NTC Great Lakes' Ross auditorium, "the entire audience was clapping and cheering at the end when the 'good guys' won and rescued our fallen pilot." One sailor left the theater commenting, "That was awesome! Man I can't wait to see it again."



MWR CUSTOMER CARE LINE

901-874-6499

**BUSINESS
ACTIVITIES
BRANCH**

Head, PERS-655,
901-874-6645, DSN 882-6645,
P655@persnet.navy.mil

POC: PERS-655C2,
901-874-6651, DSN 882-6651,
P655C2@persnet.navy.mil
or PERS-651E1,
901-874-6621, DSN 882-6621,
P651E1@persnet.navy.mil

POC: PERS-655C2

POC: PERS-655F3,
901-874-6646, DSN 882-6646,
P655F3@persnet.navy.mil

POC: PERS-655F1,
901-874-6653, DSN 882-6653,
P655F1@persnet.navy.mil

ARMED FORCES BOWLING CHAMPIONSHIP...The Armed Forces Bowling Championships will be held at Fort Jackson, SC from April 14-20. Navy Active Duty, Navy Active Reserves, and U.S. Coast Guard Bowlers are eligible to compete. Navy Sports Applications must be submitted to PERS-651E1 in Navy Sports.

The following information must be submitted with the application: a minimum of three ABC/WIBC sanctioned competitions with high series, average high series, and high single game scores on an official ABC/WIBC approved application/score sheet from 3 different bowling centers in the last 6 months from March 02; an official certificate from the league secretary of your high series, average high series, and high single games in the last 6 months; and recommendation from either the ABC/WIBC or league secretary.

The Navy Bowling Team is comprised of 6-male and 6-female bowlers. The Navy male team will compete in the men's team double, single, and mixed double event and the women's team will compete in the women's team, doubles, singles, and mixed doubles event.

BOWLING CENTER MANAGERS...The 11th Annual Armed Forces Bowling Conference and International Bowl Expo 2002 will be held at the Hilton Riverside Hotel and Ernest N. Morial Convention Center, New Orleans, LA from June 16-21. Military lodging at per diem rate has been confirmed at the Iberville Suite Hotel. The Trade Show is scheduled from June 19-20. The Military Bowling Program Manager's will be meeting in December to finalize with the BPAA registration procedures, scheduling of certification courses, seminars, and transportation issues.

FOOD & BEVERAGE BRANDED LICENSE AGREEMENT PARTNERS...Were you aware that MWR has several license agreements for MWR operated branded concepts? Finalized agreements include A&W Restaurants, Long John Silver's, Pizza Hut Express, Noble Roman's Pizza Express, Freshens Premium Yogurt, Smoothies and Pretzel Logic, Seattle's Best Coffee, Charley's Steakery, KFC Express, Budweiser Brewhouse, Micropub Systems International and Orion Food Systems (Hot Stuff Pizza, Cinnamon Street Bakery, Nap's Alabama BBQ, Mean Gene's Burgers, Smash Hit Subs, Asian Creations, Eddie Pepper's Mexican and MacGregor's Market). If you would like more information about branding or you would like to pursue an agreement with one of the following companies, contact PERS-655F3.

OVERSEAS ENTERTAINMENT...In support of our Sailors and their families stationed around the globe, OCONUS live entertainment opportunities have increased. Many artists have offered their services to our Sailors to improve morale and show their support. Comedian Gary Owen will visit 5th Fleet Sailors and ships in November/December; Chad Brock will head to Japan in December; and NAVEUR bases will get in shape with Tae Bo fitness great, Billy Blanks, in January. This is only the beginning of an extensive line-up that will continue after the Holidays.

POC: PERS-655F1,
901-874-6653, DSN 882-6653,
P655F1@persnet.navy.mil

POC: PERS-655C4,
901-874-6649, DSN 882-6649,
P655C4@persnet.navy.mil

COMPUTER SERVICES BRANCH

Head, PERS-657,
901-874-6520, DSN 882-6520,
P657@persnet.navy.mil

GARTH VISITS THE USS ENTERPRISE...The show was broadcast live on CBS. Local Sailors and their families were invited to attend the show, as well as military families from around the globe who were the winners of the NPC-sponsored essay contest titled "Why I'm proud to be a Military Family Member". Winners received an all-expense paid trip to the concert. Winning essays will soon be posted at www.mwr.navy.mil.

INTERNAL CONTROLS...How adequate are the internal controls at your golf course? A recent breakdown of internal controls at a Navy golf course has caused great concern regarding the potential for losses around the Navy. Most of the potential for losses center on cash sales for green and cart fees.

Are systems in place to make certain all transactions, especially cash, are being rung in the cash register? Several steps can be taken to help ensure money is not walking out the door. For example, if a golfer pays for a green fee and cart fee, do they get a receipt? Is the starter on duty checking the receipt? Is a system in place to conduct spot checks? Management should be checking register transactions against the activity on the course (e.g., if the register shows that 33 greens fees have been sold and 20 golf carts, the manager by touring the course should be able to match golfers and carts on the course).

For courses that still sell annual memberships, annuals should receive a receipt each time they play. This makes it easier for the course to track who is playing, ensures that the member is still active, and it prevents people from playing without checking in.



ADDING HYPER-LINKS...With the implementation of the latest Acrobat technology, the SAP team is improving the on-line documentation. With this new process, it will be possible for a field user to go immediately to the topic they are interested in without paging through the entire manuscript to find one simple page. We are hyper-linking all of the subjects so that they will be available once the document is opened. This new process is in direct response to the users who wrote to us regarding difficulties that they had found while trying to use the online material. We thank all those who contributed.

AIMS/SAP UPDATE...Even with the difficulties resulting from September 11 and base access limitations, the Norfolk area MWR and VQ staffs came through as champions and the Financial and Controlling SAP applications went "live" on October 1.

That makes three regions that have now been brought "online" with the AIMS/SAP Financial & Controlling parts of the MIS project. The October 1 date was the culmination of three months of dedicated work by both the local and the HQ implementation teams. It involved setting up the organizational structure of their departments, determining who was to have authority and responsibility for the many individual parts of AIMS, testing all parts of the new system, and verifying that the data from the existing legacy systems was valid. We congratulate all of these employees for their success!

